

THE MEMO RAN DUM FOR RECORD

The **separate-page memo for record** is used as an in-house document. It records info that is generally not recorded in writing (e.g., a phone call or meeting results) and informally passes it to others. People working together everyday generally pass info back and forth verbally, but sometimes it needs to be recorded and filed. A memo for record is perfect. A “MEMO FOR” line can be added to target an addressee.

The **explanatory memo for record** gives you a quick synopsis of the purpose of the memo, tells who got involved and provides additional background info not included in the basic memo. By reading both the basic memo and the memo for record, readers should understand enough about the subject to coordinate or sign the memo without having to call or ask for more info.

If the basic memo really does say it all, an explanatory memo for record may not be needed. However, some organizations require you to acknowledge it by including “MR: Self-explanatory.”

Turn to the next page for memo for record examples.

“A compilation of what outstanding people
said or wrote at the age of 20 would make a
collection of asinine pronouncements.”

—Eric Hoffer

“Eric wrote that when he was 19?”

—*The Quill*



MEMO FOR RECORD

2 January 1997

SUBJECT: Preparing a Separate-Page Memorandum for Record (MR)

1. Use a separate-page MR to fulfill the functions discussed on the preceding page.
2. Type or write it on a separate sheet in this format. Use 1-inch margins and number the paragraphs. A full signature block is not necessary, but the MR should be signed.



GWEN STORY
ACSC/DEXP

MEMO FOR RECORD

2 Jan 97

Omit the subject when typing the explanatory MR on the record copy. If space permits, type the MR and date two lines below the signature block. When there isn't, type "MR ATTACHED" or "MR ON REVERSE" and put the MR on a separate sheet or on the back of the record copy if it can be read clearly. Number the paragraphs when there is more than one. No signature block is required; merely sign your last name after the last word of the MR.



MR: When you have a very brief MR and not much space on the bottom of your correspondence, use this tighter format. Sign your last name and put the date following the last word.

